

# **Schedule 36-4**

## **HISTORICAL SOCIETY MUSEUM DIVISION**

**June 6, 2006**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

SCHEDULE

**36-4**

AGENCY, BOARD OR COMMISSION

**NE State Historical Society**

DIVISION, BUREAU OR OTHER UNIT

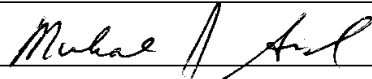
**Museum Division**

Supersedes edition of June 30, 1992

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

CEO, Executive Director

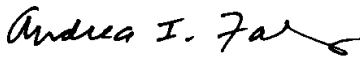
DATE

June 6, 2006

**PART II - ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



STATE ARCHIVES

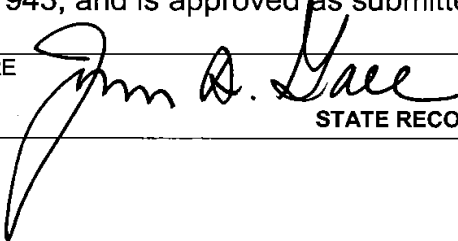
DATE

June 1, 2006

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



STATE RECORDS ADMINISTRATOR

DATE

June 6, 2006

RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

# INDEX

## **SCHEDULE 36-4 HISTORICAL SOCIETY MUSEUM DIVISION**

	<b>Item</b>	<b>Page</b>
<b><u>MISCELLANEOUS RECORDS</u></b> .....		<b>7</b>
DELETED RECORDS.....		7
RECORDS DISPOSITION REPORT (BLANK FORM) .....		8
TRANSFERRED RECORDS.....		7
<b><u>MUSEUM COLLECTIONS DEPARTMENT</u></b> .....	<b>36-4-3</b>	<b>6</b>
ACCESSION FILE.....	36-4-3-1	6
CATALOG NUMBER FILE.....	36-4-3-3	6
DEACCESSION FILE (OBSOLETE 1992) .....	36-4-3-8	7
DONOR FILE .....	36-4-3-4	6
EXHIBIT FILES .....	36-4-3-7	7
INCOMING LOAN FILE .....	36-4-3-6	6
MASTER NUMBER BOOK (OBSOLETE) .....	36-4-3-2	6
OUTGOING LOAN FILE .....	36-4-3-5	6
PROGRAM FILES.....	36-4-3-9	7
<b><u>MUSEUM DIVISION</u></b> .....	<b>36-4-1</b>	<b>5</b>
ATTENDANCE REPORTS .....	36-4-1-1	5
DEVELOPMENT PLANS .....	36-4-1-2	5
EDUCATIONAL TOUR SCHEDULE BOOKS .....	36-4-1-3	5
MANUSCRIPTS .....	36-4-1-4	5
NATIONAL REGISTER SITE RESTORATION PROJECT FILE .....	36-4-1-5	5
PHOTOGRAPHIC RECORDS.....	36-4-1-6	5
TOUR CONFIRMATION SHEETS (OBSOLETE) .....	36-4-1-7	5
VISITOR STUDIES .....	36-4-1-8	5

## **SCHEDULE 36-4 – HISTORICAL SOCIETY – MUSEUM DIVISION**

### **36-4-1     MUSEUM DIVISION**

#### **36-4-1-1     ATTENDANCE REPORTS**

Records of museum attendance. Total figures entered in museum annual report.

**Dispose of after 5 years, provided attendance totals have been entered in ANNUAL REPORT.**

#### **36-4-1-2     DEVELOPMENT PLANS**

Long-range development plans for museums and sites.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

#### **36-4-1-3     EDUCATIONAL TOUR SCHEDULE BOOKS**

Includes dates, name of group, numbers, for tours scheduled in museums.

**Dispose of after 1 year.**

#### **36-4-1-4     MANUSCRIPTS**

Manuscripts or brochures and articles relating to museums and sites, prepared for publication by the Society.

**Transfer to the Editorial Division for preservation.**

#### **36-4-1-5     NATIONAL REGISTER SITE RESTORATION PROJECT FILES**

Records covering all phases of restoration work carried on Society owned historic sites.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

#### **36-4-1-6     PHOTOGRAPHIC RECORDS**

Photographs of museum and branch facilities, activities, building, personnel, etc., as needed for media and office reference.

**Dispose of when superseded or obsolete.**

#### **36-4-1-7     TOUR CONFIRMATION SHEETS (OBSOLETE 2000)**

Information on tours scheduled on a daily basis for museums.

**Immediately dispose of obsolete records.**

#### **36-4-1-8     VISITOR STUDIES**

Surveys and studies of traffic data and other information useful in determining the visitor potential and habits of visitors to museums.

**Dispose of after 10 years.**

### **36-4-3      MUSEUM COLLECTIONS DEPARTMENT**

#### **36-4-3-1      ACCESSION FILE**

Record of accessions. Includes the log (accession) number, date received, donor name, collection name, brief description of the collection contents, and disposition of material. The master number book is considered part of this file.

**ORIGINAL RECORD: Microfilm for security; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

**ON-LINE DATA: Backup weekly; retain permanently.**

**SECURITY BACKUP COPY: Dispose of after superseded.**

**COMPUTER PRINTOUTS: Dispose of when superseded or obsolete.**

#### **36-4-3-2      MASTER NUMBER BOOK (OBSOLETE)**

Gives the master numbers used when assigning accession numbers.

**Retain permanently.**

#### **36-4-3-3      CATALOG NUMBER FILE**

A numerical file for each individual museum object which contains descriptive and historical data, and may include a photograph or slide of the object. The catalog number consists of the donor number plus the object number.

**Retain permanently.**

#### **36-4-3-4      DONOR FILES**

The donor file contains the documents relating to the transfer of ownership of an object or collection from the donor to the Nebraska State Historical Society. This file may contain a receipt for prospective donation, the donation form, correspondence, the history of the object or the collection, permanent loan information, conservation reports, and catalog descriptions of the objects. The donation form includes the donor's name, address, and description of donated objects, log number, catalog number, and both the donor's signature and the signature of the Society representative.

**DONATION REFUSED: Dispose of after 5 years.**

**DONATION ACCEPTED: ORIGINAL RECORD: Microfilm for security; retain permanently.**

**SECURITY MICROFILM: Transfer to the State Archives; retain permanently.**

**MICROFILM WORK COPY: Retain permanently.**

#### **36-4-3-5      OUTGOING LOAN FILE**

This file deals with museum and archeological collection objects that the Nebraska State Historical Society loans to other institutions for exhibition purposes. It may include a loan agreement form, a list of the objects loaned, correspondence, and where applicable a facility reports form, and a certificate of insurance.

**Dispose of 1 year after collection is returned.**

#### **36-4-3-6      INCOMING LOAN FILE**

This file deals with the Nebraska State Historical Society borrowing from other institutions for exhibition purposes. It may include a loan agreement form, list of the object borrowed, correspondence, and where applicable a facility reports form as well as a certificate of insurance.

**Retain permanently.**

**36-4-3-7 EXHIBIT FILES**

Comprised of research materials, exhibits scripts, object lists, artifact lists, designs and publicity materials relating to exhibits at NHSH facilities.

**Retain permanently.**

**36-4-3-8 DEACCESSION FILES (OBSOLETE 1992)**

Computerized file that documents the disposal of accessioned cataloged objects. Includes the catalog number, object name, date deaccessioned, in which box it is packed, where the box or object is located, and the reason for deaccessioning for those objects which have been formally deaccessioned (1988-1992).

**Immediately dispose of obsolete records.**

**36-4-3-9 EXHIBIT FILES**

Label text, artifact lists, and designs for all exhibits provided by and for the Museum on Nebraska History and NSHS Historic sites.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

**36-4-3-10 PROGRAM FILES**

Records of museum programming, including but not limited to Brown Bag lectures and educational workshops and programs.

**Transfer to the State Archives when no longer of reference value; retain permanently.**

**DELETED RECORDS**

**36-4-3-2 MUSEUM SPECIMEN CROSSFILE (OBSOLETE)**

**TRANSFERRED RECORDS**

**36-4-1-4 FISCAL RECORDS, RESTORATION** transferred to **36-5 HISTORIC PRESERVATION**

**36-4-1-9 SALES REPORTS** transferred to **36-1 ADMINISTRATION**

**36-4-1-12 VOLUNTEER RECORDS** transferred to **36-1 ADMINISTRATION**

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**NOTE**

*1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete,*

*and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.*



## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal-size.....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load.....	50 cubic feet